

DEPARTMENT OF THE AIR FORCE
Headquarters, US Air Force
20330-5020

AFJQS 3S0X1-001
Washington DC
June 2005

**Personnel Support for Contingency Operations
(PERSCO)**

1. **PURPOSE:** This Air Force Job Qualification Standard (AFJQS) identifies the task requirements for all personnel (officer and enlisted) assigned duties as members of, or alternates to, Personnel Support for Contingency Operations (PERSCO) Teams. This document is to be used in conjunction with the current Air Staff/AFPC approved In House Training program available on the AFPC Readiness website at: <http://www.afpc.randolph.af.mil/readiness/> to plan and record training related to the basic operations of a PERSCO team.

2. **CERTIFICATION PROCEDURES:** Personnel assigned to a PERSCO UTC must be trained and certified on all items listed and demonstrate the ability to perform before considered fully qualified. Only personnel qualified on these tasks will provide training and certification. Personnel will be trained using available training references and training materials. When training is initiated, write a start date in the "Start Date" block. When training for a task is completed and the member is qualified, the trainer will initial the "Trainer's" block, the trainee will initial the "Trainee's Initial" block, and enter the date training was completed in the "Completion Date" block. Personnel assigned to Tanker Airlift Control Element (TALCE) UTCs, will be certified only on those tasks preceded by an asterisk (*).

3. **QUALIFICATION STANDARDS:** Personnel are certified and qualified to the GO/NO-GO standard on this AFJQS. GO means the individual can perform the task without assistance utilizing appropriate instructions, user's manuals, and maintenance manuals.

4. **IDENTIFICATION:** The trainee's name and SSAN must be printed in ink, pencil, or typewritten on this AFJQS in the identification block provided.

5. **GENERAL MANAGEMENT ISSUES:**

- a. This JQS will be maintained within the PERSCO training folder for all PERSCO team members and alternates.
- b. Trainees will use this JQS in conjunction with their primary duty related training standards (i.e. STS and AFJQS).
- c. Automation of this JQS is authorized; however, a master copy must be available for reference.

6. SUPPLEMENTS, CORRECTIONS, and RECOMMENDATIONS FOR CHANGES:
This JQS may be supplemented at any level; however, supplements must be coordinated through AFPC/DPFRO. All corrections and recommendations for change will be submitted to AFPC/DPFRO.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

ROGER A. BRADY
Lieutenant General, USAF
Deputy Chief of Staff, Personnel

Task	Start Date	Comp Date	Trainee Initials	Trainer Initials	Cert Officials
*A. Introduction to PERSCO					
1. PERSCO Team Overview TR: AFI 10-215, AFI 10-403					
1.1 Explain Associated Terms					
1.2 PERSCO Defined					
1.3 Roles and Responsibilities					
1.3.1 USAF/DPPR					
1.3.2 AFPC/DPFR					
1.3.3 Air Expeditionary Force Center (AEFC)					
1.3.4. Supporting MAJCOM					
1.3.5. Supported Component Command					
1.3.6 Mission Support Squadron Commander					

1.3.7 Military Personnel Flight Commander					
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Task	Start Date	Comp Date	Trainee Initials	Trainer Initials	Cert Officials
1.4 PERSCO Team Qualification and Utilization					
1.4.1 Qualification and Training Requirements					
1.4.1.1 PERSCO Training					
1.4.1.2 MANPER-B Training					
1.4.2 Mobility/Personal Bags					
1.4.2.1 Identify Bag Contents					
1.4.2.2 Explain Use of Contents					
1.4.3 Deployment Eligibility					
1.4.4 Identify PERSCO Team Composition					
1.4.5 PERSCO Team Sizing					
1.5 Force Modules TR: AFI 10-401					
1.5.1 Identify the Force Modules					
1.5.2 Identify the PERSCO role in the different Force Modules					
B. MANPER-B Familiarization					
1. System Architecture/Familiarization TR: AFCSM 10-626, Volume II					
*1.1 System Interface Relationships					
1.1.1 Red-Mini					
1.1.2 DCAPES					
1.1.3 JOPES					
1.1.4 MilPDS					

1.2 System Components					
1.2.1 Unpack, Set Up and Connect					

Task	Start Date	Comp Date	Trainee Initials	Trainer Initials	Cert Officials
C. Pre-Deployment					
*1. Pre-Deployment Information TR: AFI 10-215					
1.1 OPLAN Annex E/CONOPS Review					
1.2 AFI Familiarization					
2. Supply and Equipment Kits TR: AFI 10-215, Logistics Detail (LOGDET)					
2.1 Building and Maintaining					
*3. Pre-Deployment Checklist TR: AFI 10-215, Attachment 11					
*4. Security Information					
4.1 Classified Material TR: AFI 31-401					
4.2 COMSEC Material TR: AFI 33-207, AFI 33-210, AFI 33-211 & AFI 33-323					
4.3 Safeguarding Privacy Act Information TR: AFI 37-132					
4.4 STU III/STE Operations TR: AFI 33-209					
4.5 Preparation of Classified and COMSEC material for transportation to include commercial aircraft. TR: AFI 31-401 & AFI 31-601					

*5. AEF Concepts TR: AFI 10-401					
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D. Execution					
*1. Tasking Review TR: AFI 10-401					
1.1 PRF Coordination					
1.2 Documentation Review					
1.2.1 Time Phased Deployment Data (TPFDD)					
1.2.2 CONOPS					
1.2.3 AOR Reporting Instructions					
2. Prepare Supply and Equipment Kits for Deployment TR: AFI 10-215					
2.1 Inventories					
2.2 Prepare for shipment					
3. Determine MANPER-B Requirement for Deployment					
*4. Mobility and Personal Bags TR: AFI 10-215, AFI 10-403					

4.1 Inventory					
4.2 Pack					

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E. Initial Arrival Actions					
*1. Establish Operating Location TR: AFI 10-215					
1.1 Electrical Support					
1.2 Establish Communications					
1.2.1 Secure and Unsecure Phone/Fax					
1.2.2 Secure and Unsecure E-mail					
1.2.3 Secure and Unsecure internet					
1.3 Red-Mini Login Procedures					
1.3.1 Red-Mini Users Guide					
1.3.2 Red-Mini Login Request Form					
*2. Establishing In and Out Processing Procedures TR: AFI 10-215					
2.1 Location					
2.2 Coordinate with support agencies (services/billeting, security forces, finance, transportation, deployed commander/1 st sergeant)					
3. Establish Accountability Procedures TR: AFI 10-215					
3.1 Geographically Separated Units (GSU)					
*3.2 Personnel that arrived prior to PT arrival					

*3.3 Transient Personnel					
*3.4 DOD civilians and contractors					
3.5 All other designated accountability responsibilities. (other services, allied/coalition forces etc.)					

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*4. Deployed Commanders Brief TR: AFI 10-215					
*5. PERSCO Team Status Report TR: AFI 10-215					
*6. Establish Casualty Reporting Procedures TR: AFI 36-3002					
6.1. Coordination with appropriate agencies					
6.2. Categories					
6.3. Casualty Status					
6.4. Reporting Process					
6.4.1. AFPC					
6.4.2. Casualty Messages					
6.4.3. Confirmation of delivery					
6.5. Reporting non-Air Force Casualties					
6.5.1. Other services					
6.5.2. Civilians					
6.5.3. Contractors					
6.5.4. Foreign Nationals					

Task	Start Date	Comp Date	Trainee Initials	Trainer Initials	Cert Officials
7. Establish Daily Routine Procedures					
7.1 Manual Files TR: AFI 10-215, AF Form 245 Contingency Exercise Deployment (CED) Orders					
*7.2 Daily Events Log					
*7.3 Duty Status Program TR: AFI 36-2134					
7.3.1 System Updates					
7.3.2 Duty Status Change Message					
7.3.2.1 Produce and Process					
7.3.2.2 Explain					
*7.4 Data Pattern Traffic (DPT) TR: AFCSM 10-626, Volume II					
*7.5 MANPER-B Backup Files TR: AFCSM 10-626, Volume II					

*7.6 Establish Local POC Book					
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F. Sustainment Actions					
1. Accountability Maintenance TR: AFI 10-215					
1.1 Employment Requirements Manning Document (ERMD) Management					
1.1.1 Produce					
1.1.2 Explain					
1.2 Requirements Mismatch Report					
1.2.1 Produce					
1.2.2 Explain					
1.3 Duplicate Position Report					
1.3.1 Produce					
1.3.2 Explain					
1.4 Unfilled Requirements Report					
1.4.1 Produce					
1.4.2 Explain					
1.5 Alpha Roster					
1.5.1 Produce					
1.5.2 Explain					
1.6 Locally Defined Reports					
1.6.1 Explain					
1.6.2 Produce					
1.7 Early Release/Replacement Actions					
1.7.1 Explain Program Elements					
1.7.2 Early Release/Replacement Action Message Format					
1.7.2.1 Produce					

1.8 Retention in the AOR Actions					
1.8.1 Coordination Process					
1.8.2 Requesting Appropriate Waivers					
1.9 Forward Deployment Process					
1.9.1 Outprocessing Requirements					
1.9.2 System Updates					

Task	Start Date	Comp Date	Trainee Initials	Trainer Initials	Cert Officials
2. Contingency Reporting TR: AFI 10-215					
*2.1 Report Classification					
2.2 Contingency Report Recipients					
2.3 Contingency Reports					
*2.3.1 Commanders Situation Report (SITREP)					
2.3.1.1 Purpose					
2.3.1.2 Personnel Inputs					
2.3.2 Deployment Processing Discrepancy Reporting Tool (DPDRT) TR: DPDRT Users Guide located on the AEF Center web site at https://aefcenter.acc.af.mil/					
2.3.2.1 Explain establishing an account					

2.3.2.2 Explain update procedures					
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3. Limited Personnel Program Support					
3.1. Awards and decorations. TR: AFI 36-2803, AFI 36-2805, AFI 36-2819, Joint Pub 1-0, Appendix N, Supported Command, & local guidance					
3.2. Separations and retirement applications. TR: AFI 36-2604, AFI 36-2906, AFI 36-3203, AFI 36-3204, AFI 36-3205, AFI 36-3206, AFI 36-3207, & AFI 36-3208					
3.3 Promotion releases.					
3.4. Assignment notification procedures TR: AFI 36-2110					
3.5. Reenlistment and extension TR: AFI 36-2606					
3.6 Deployed Commander LOEs TR: AFI36-2406					
*3.7 Emergency Leave Program TR: AFI 36-3003					
*4. Reach-Back Capabilities					
4.1 AFPC Call Center					
4.2 AFPC Readiness					

4.2.1 AFPC Readiness Points of Contact Book					
4.2.2 AFPC Readiness Systems Field Assistance					
4.2.3 AFPC Readiness Operations Management					

Task	Start Date	Comp Date	Trainee Initials	Trainer Initials	Cert Officials
G. Re-Deployment Actions					
1. Re-Deployment Planning TR: AFI 10-215					
1.1 Team Swapout/Sizing Changes					
1.2 Overlap Requirements					
1.2.1 Training					
1.2.2 Continuity Books					
1.3 CONOPs/Reporting Instructions Changes					
*1.4 After Action Reports (AARs)					
1.5 Equipment					
1.5.1 Relocation Reports					
1.5.2 Inventory Sheets					
2. Re-Deployment Accountability Maintenance					

*H. Reconstitution TR: AFI 10-215					
1. Equipment Requirements					
2. Training Requirements					